



Republic of the Philippines
 Department of Justice
 BUREAU OF CORRECTIONS
SABLAYAN PRISON AND PENAL FARM
 Occidental Mindoro



REQUEST FOR QUOTATION

“SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR 3D QUARTER OF 2021 – 1 LOT”

Date: _____

RFQ No: SPPF2021-PR. 238

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

Business Permit No.: _____

TIN No.: _____

PhilGEPS Registration No.: (required) _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions as stated hereunder.

- a.) Bidders shall provide correct and accurate information required in this form.
- b.) Bidders shall quote per lot.**
- c.) Price quotation/lot must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission.
- d.) Price quotation/lot, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotation exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation/lot (for goods and infrastructure) or, the highest rated offer/lot (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- g.) Any alterations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- h.) All items shall be delivered within **seven (7) calendar days** from the receipt of approved Notice to proceed (NTP).
- i.) The BuCor-SPPF shall have the right to inspect and/or to test the goods to confirm its conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor-SPPF shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- k.) Bidders shall submit the required documents together with their bid price in a sealed envelope.
- l.) Submission thru e-mail and fax of your quotation will not be entertained/accepted. Send your sealed quotation thru mail or submit it personally at the address hereunder provided.**

REQUIREMENTS TO BE SUBMITTED

- 1. Certified True copy of Valid & Current Mayor’s/Business Permit
 - a. Valid & Current Mayors Permit
 - b. Valid & Current Business Permit
- 2. Certified True copy of Valid & Current PhilGEPS Registration Number
- 3. Bidders who are registered in BuCor-SPPF Suppliers Registry **with updated record** need not to submit the aforementioned requirements.

NOTE:

BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE

 Signature over Printed Name of
 Authorized Representative / Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than **October 25, 2021** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **11:00 A.M.** Late submission of bids shall be rejected.

CCI ANGELITA D. LAPITAN
 BAC Chairperson

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

REQUEST FOR QUOTATION #SPPF2021-PR.238

Procurement Project	Approved Budget for the Contract (ABC)
“SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR 3RD QUARTER OF 2021 – 1 LOT”	Two Hundred Forty Nine Thousand Seven Hundred Sixty Pesos (Php. 249,760.00)

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation Per Unit	Offered Quotation Per <u>Unit X Quantity</u>	TOTAL Offered Quotation/Lot
			YES	NO				
50	Box	Bond Paper (80gsm) Subs. 20 (A4)			Php. 249,760.00			
30	Box	Bond Paper (80gsm) Subs. 20 (Legal)						
300	Pcs	Ballpen (Black)						
150	Pcs	Ballpen (Blue)						
10	Pcs	Stapler Standard Type (Heavy Duty)						
150	Pcs	Sign Pen (Black)						
100	Pcs	Sign Pen (Blue)						
10	Jar	Glue (200 grams)						
100	Pcs	Permanent Marker Black (Pentel Pen)						
100	Pcs	Permanent Marker Blue (Pentel Pen)						
30	Pcs	Scotch Tape 2" Width						
30	Pair	Scissors, 65mm						
30	pcs	Masking Tape 2"						
100	Pcs	Correction Tape						
30	Pack	Toilet Tissue Paper 2-ply						
30	pcs	Flash Drive (16 GB)						
8	Pcs	Calculator						
400	Pcs	Fastener						
5	pcs	Puncher						
30	Pcs	Data File Box						
60	Pcs	Pencil (Monggol 2)						
3	Pcs	External Hard Drive (2 TB)						
10	Tin	Multi-insect Killer						
10	Pcs	Plastic Trash Bin						
20	Bundl e	Folder (100pcs) – Brown						
10	Pcs	Toilet Brush						
20	Pcs	Log Book (500 pages)						
10	Pcs	Log Book (300 pages)						
		x-x-x-x-x-x-x-x-x-x						

SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR
POSITION/DESIGNATION: _____
OFFICE TELEPHONE NO: _____
MOBILE PHONE NO./FAX NO.: _____
EMAIL ADDRESS/ES: _____